

Wednesday, March 23, 2011, 6:30 p.m.
Council Chambers, City Hall

1. Call Meeting to Order
2. Visitors Address the Commission
3. Additions and Revisions to the Agenda
4. Approval of minutes for February 23, 2011
5. Review of February 2011 Fiscal Report
 - Do we have an understandable Fiscal Report?
6. Reports, Updates:
 - Gateway Project, NEA grant – Kannikar
 - Transit Station Project – Luanne
 - Banner Project – Pam, Anne
 - The Vault “historic” pole, will the city fund? – Margaret, Keith
 - Are we on track for May deadline?
 - Issue with the metals?
7. Discussion Topics
 - Five Year Plan – Kannikar, ACC (possible motion to approve)
 - Rapture of Scrupture Worth Continuing? - ACC
 - Bench Maintenance – Will
 - Plaques info- Jennifer
 - Trash Can Beautification – Kannikar (possible motion to approve)
8. Next Meeting: Wednesday, April 27, 2011 (4:30pm)
9. Adjournment

If you would like to know what other City Boards and Commissions are doing, you may review their minutes on the City's website at www.ci.st-helens.or.us.

City of St. Helens
Arts & Cultural Commission

Minutes from Wednesday, February 23, 2011
City Council Chambers

Members Present

Pam Powell, Chair
Kannikar Petersen
Luanne Kreutzer
Will Gillis

Members Absent

Jarred Kearsley
Cathy Lambert
Anne Parrott, Vice Chair

Councilors in Attendance

Keith Locke

Guests

None

Staff Present

Margaret Jeffries, Library Director
Jennifer Johnson, Commission Secretary

☞

CALL MEETING TO ORDER

The meeting was called to order at 6:35 p.m. by Chair Powell.

APPROVAL OF MINUTES FOR JANUARY 2011

Commissioner Kannikar Petersen moved to approve the minutes from January 26, 2011 with corrections listed. Commissioner Luanne Kreutzer seconded the motion. All in favor; none opposed. Motion carries.

VISITORS TO THE COMMISSION

There were no visitors.

REVIEW OF FISCAL REPORT

Library Director Margaret Jeffries reported speaking with Finance Director Jon Ellis. Finance Director Ellis said he would like to have an instruction letter with accurate accounting of the fund balance to provide to the two volunteers for this project. Finance Director Ellis also indicated in preparation for the budget he was unable to provide the letter at this time. Finance Director Ellis indicated he could have a firm number by sometime next month. Finance Director Ellis said in the mean time to go ahead with the current fund balance because it should be close to that figure. Finance Director Ellis would like to see a listing of everything the Arts and Cultural Commission expects to spend money on in the coming fiscal year. If the Commission has any sense of what the spending will be in the remaining years of those projects he asked that it be indicated as well. Commissioner Kannikar Petersen said she understands that Finance Director Ellis would like to know what the exact money is in the reserve. It's not necessarily

something that should prevent the Commission from coming up with some kind of project and its allocation for each project that the Commission wants to do in the next fiscal year. Commissioner Petersen and Vice Chair Anne Parrott will come up with a draft that refers to the five year plan. Commissioner Petersen said since she submitted the Gateway Project to the Commission no commissioner proposed a different project. She can look at what we have in the five year plan and pull those items out to see which project the Commission can propose for the next fiscal year and assign a dollar amount to it. Commissioner Petersen will email it out to everyone to review and discuss and then the Commission can finalize it in the next meeting. Chair Pam Powell understands that the Commission will be putting together a tentative plan for fiscal year 2012 and giving that to Finance Director Ellis. However the Commission will not be approving that until the next meeting. Library Director Jeffries said that Finance Director Ellis would need to have the budget by next week. Library Director Jeffries said this would be a draft proposal that we submit to Finance Director Ellis.

Commissioner Petersen made a comment on the fiscal report format last meeting as well as this meeting that the fiscal year report is inaccurate. Commissioner Petersen said it does not have a lot of information that the members can understand. She suggested that this fiscal report be revised in such a manner that a member can understand. Chair Powell said she is hoping that with the new way Finance Director Ellis is putting together the budget this will be one of the last times we see this particular general ledger summary trail balance that makes no sense. Library Director Jeffries said she gets the same report for the library. Library Director Jeffries said that this report is generated from the software that is available for the city. Library Director Jeffries suggested requesting a detailed trial balance. Library Director Jeffries said this report shows all the activity. In the case of this report, there has been no activity so that is why it appears to be repetitive. Commissioner Petersen said she doesn't think the Commission should micro manage Mr. Ellis on how to do the report. Commissioner Petersen said what she wants to do is communicate to him that the report is hard to understand and is inaccurate. Commissioner Petersen said she is going to leave it up to him on how he is going to present the report to the Commission next time in a format that is more understandable.

Reports

Chair Pam Powell asked if the wording change in the Arts & Cultural Commissions ordinance to limit public hearings projects larger than a bread box and that cost more than seven hundred and fifty dollars has been approved. The Commission responded with yes it has.

Commissioner Kannikar Petersen reported that on February 2, 2011 Chair Powell and Commissioner Petersen gave a presentation to the City Council regarding the Gateway Project. The Chronicle was there. Soon after the article was printed in The Chronicle Commissioner Petersen received an email supporting this project as well as many supporting phone calls. There are lots of responses of support for this project as well as a very sweet letter to the editor. On February 16, 2011 the City Council agreed to adopt the Gateway Project. This project will be assigned to the Community Development Department or Public Works Department. Commissioner Petersen said it would be part of the Capital Improvement Project as well. Commissioner Petersen reported that the Commission will not get the \$5,000 reallocation from

the general fund but the council will fund the project through twenty five percent of the I & I project from Public Works. The I & I project for this coming year is budgeted in the ball park figure of four million dollars. Commissioner Petersen decided to go ahead and apply for the Grant through the National Endowment of the Arts.

Commissioner Petersen said she talked with ODOT last week. ODOT said they do allow district three community public art on their Highway so it is possible for the City of St. Helens to have it as well. Commissioner Petersen said the next step would be to set up a meeting with ODOT, the Commission, and the City Council to discuss the details as well as people that will be involved. Commissioner Petersen updated the Commission with progress on the \$25,000 grant she is applying for. Chair Powell asked what the timeline is for the grant. Commissioner Petersen said they should know by March 25, 2011 if they are going to invite us for the full application or not.

There is no news to report on the Transit Station Shelter Project. Only that it is on hold. Commissioner Luanne Kreutzer contacted Janet Wright at Columbia River Rider to check in about the status of the meeting with Jeff Kemp from Pacific Stainless, and she had mentioned that they are in the midst of creating the budget. Thus, the meeting will not be able to happen soon. Commissioner Kreutzer told her to give her a call when she's ready to meet with him.

Chair Powell reported on the banner project. Chair Powell said that we do have six poles with the brackets, and they are back from Custom Metal Fabrication. The contracts for the artists have been completed. All artists have turned in contracts with a deadline of May 1, 2011 to have all the banners done. Regarding the pole in front of The Vault, Chair Powell said she wanted to make it really clear that the Arts and Cultural Commission cannot take on the cost of the \$5,000 pole and we will need to wait for the City Council to approve or deny the motion. Commissioner Petersen suggested once they get the banners, to go ahead and move forward with installing the banners with approved locations. Councilor Keith Locke said that the City Council would have to come up with a decision in the next couple of months regarding that particular pole. Councilor Locke said to start looking around for a different pole that works for a good price as well as some different options. Commissioner Petersen said if we lower the height of the pole kids can jump up and tap it to make it spin. Commissioner Petersen recommends keeping the pole at twenty feet tall to avoid extra maintenance costs.

Chair Powell said that the Five Year Plan update will go along with the budget. Commissioner Petersen said she can work with Commissioner Parrott on that. Commissioner Petersen suggested sending the file back and forth to update the file. Commission Secretary Jennifer Johnson is sending the Five Year Plan word file to Commissioner Petersen.

Library Director Jeffries said that the wood bench in front of the insurance agency is rotting underneath. Library Director Jeffries said that the artist has the first opportunity on how to maintain their work. Chair Powell said she would call and ask how to maintain them. Chair Powell commented that those two pieces were not commissioned pieces. Councilor Locke said he volunteered to do that. Chair Powell asked if the Commission should take on the maintenance. Commissioner Petersen said that it is part of the art collection so the cost of maintaining would have to come from the art account. Commissioner Petersen said that the Commission should not hesitate to maintain it. Chair Powell asked Commissioner Will Gillis to go and inspect the disintegration to the wood bench, the dog, and the fisherman and determine if they need repair. Commissioner Gillis agreed to do so. Councilor Locke said that the fisherman is in the worst shape as well as the dog. Chair Powell said another piece of concern is the one by Red Apple Market. Chair Powell said the one in front of the Post Office can be pressure washed. Commissioner Gillis said that it needs to be refinished.

Commissioner Petersen suggested making the trash can beautification part of the Rapture of Scrupture in conjunction with the Fourth of July event in the park. Commissioner Petersen suggests having kids come up and paint art on the trash cans. Commissioner Luanne Kreutzer said, that this project would need to be monitored as the paint has the potential to damage kids clothing. Library Director Jeffries suggested contacting the St. Helens High School for a senior art project option. Chair Powell asked if everyone was in agreement that the Rapture of Strapture is not worth doing as it has been done in the past. It just never caught on.

Commissioner Petersen said if we are going to make a plaque for the fish we might as well make five more for the banners. Chair Powell agreed.

Commissioner Petersen would like to see some place on the City of St. Helens website for the public arts. Commissioner Petersen said the City of Bend has a great part of their website for public arts. Councilor Locke will bring up Wednesday that we need a page for all the commissions.

NEXT MEETING

The next regular meeting is scheduled for Wednesday March 23th at 6:30 p.m.

ADJOURNMENT

The meeting was adjourned at 800 p.m.

✎

Submitted by:
Jennifer Johnson
Commission Secretary

Approved by the Commission: _____

Accepted by the Council: _____

Present=P Absent=A

Date	Kearsley	Lambert	Parrott	Petersen	Powell	Kreutzer	Gillis
January 26 regular meeting	A	A	P	P	P	P	P
February 23 regular meeting	A	A	A	P	P	P	P
March 23 regular meeting							
April 27 regular meeting							
May 25 regular meeting							
June 29 regular meeting							
July 27 regular meeting							
August 31 regular meeting							
September 28 regular meeting							
October 26 regular meeting							
November 30 regular meeting							
December 28 regular							

The St Helens Arts and Cultural Commission

5-Year Plan: FY 2011-2016 (ordinance 2921 & 2956)

1. Encourage opportunities for recognition of art the culture in the City of St. Helens
 2. Provide Coordination and Communication etc..
 3. Identify funding sources and help to secure funding as necessary that promotes arts and cultural activities in the City of St. Helens.
 4. Identify groups and organizations that could bring art and cultural activities and enrichment to the City of St. Helens.
 5. Provide a liaison and recommendations to the City Council and other City commissions and boards regarding projects in the five-year plan and other app
 6. Development of a five-year plan for art and cultural activities in the City of St. Helens, subject to approval by the City Council. The plan shall include, but
- Category: **Public Art Acquisition**

Project	Time	Lead	Partners	Funding
Gallery Corridor Project (Banners)	to 2016	Anne	Public works	\$40,000
Gateway Project - Phase 1 & 2	2011-14	Kannikar	ODOT, CRPUD, Community groups, Chamber	\$100,000
Bike Rack Project	2011&12	Pam	Pedestrian & Bicycle	\$3,000

Category: **Support Arts & Cultural Activities**

Activity	Time	Lead	Partners	Funding
Summer Arts in the Park				\$1,000 yearly
Encourage art in the community 1. CC Rider's Transit Center	2011	Luanne	Rider	?
Promote local arts & crafts				?

Category: **Administration**

Task	Time	Coordinator	Partners	Funding
Develop Public Art website within the City's website	2011	Keith?	City	NA
Complete & maintain the Inventory of Public Art collection	Yearly	Margaret	Library	NA
Mapping outdoor Public Art in the City's GIS	2011	Kannikar	Engineering	NA
Maintenance of Public Art collection	Yearly	Will	Parks	
Continue to refine the Arts & Cultural Commission ordinance	As needed	ACC	City	
Apply for grants	As available	ACC	City	As needed

Summer Arts in the Parks, activities to consider:

Fourth of July -- trash can painting competition

Contribution/sponsorship of summer festival -- Arts and Eats

Activity supporting 13 Nights

Encourage Art in Community, activities to consider:

Annual mural painting for kids;

Activity associated with county fair;

Halloween activity supporting chamber or ?

Creative temporary art activities for special events

Promote Local Arts&Crafts, activities to consider:

Art Gallery in council chambers

Arts & Crafts lessons to public, quarterly

Arts speakers, performances

